

FACILITIES CONSTRUCTION SPECIALIST*Class Definition*

Under general supervision, performs specialized administrative and operational work related to the remodeling, improvement, construction and maintenance of City-owned or leased buildings and facilities.

Distinguishing Characteristics

Facilities Construction Specialist is a single position class in the Facilities Management Division of the General Services Department. Reporting to the Facilities Manager, the incumbent estimates costs, allocates labor and materials, schedules work, monitors progress, and administers contracts related to the remodeling, construction, improvement and maintenance of City-owned or leased buildings and facilities.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Estimates costs for labor and materials for special and capital improvement projects involving the remodeling and construction of City-owned or leased buildings and facilities.

Plans the allocation and schedules the work of various crafts employees and contractors involved in remodeling, construction, and maintenance projects.

Monitors the progress of remodeling, improvement and construction projects.

Assists user departments in developing plans and specifications for construction and remodeling projects.

Provides recommendations to user clients for solutions to requested building remodeling and operational modifications.

Administers contracts for remodeling, improvement, and construction of City-owned and leased buildings, including preparing change orders, monitoring costs, inspecting work and resolving conflicts between the City and the contractor.

Administers contracts with various vendors who provide crafts services, materials, and equipment to the City as requested.

Prepares bid specifications for remodeling, construction, and maintenance services.

Provides lead direction and support to technical staff.

Develops and maintains manual and computerized data information systems, utilizing available software, for monitoring the status of remodeling, construction and maintenance projects for City-owned and leased buildings and facilities.

Maintains files of architectural and "as-built" drawings of City-owned and leased buildings and facilities, revised as appropriate.

Monitors project expenses, budgeting, funding, and reimbursement of construction costs and services performed.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of building construction methods, materials and scheduling.

Knowledge of building cost estimating procedures.

Knowledge of computer programs which perform cost accounting, plan drawing, and project management functions.

Knowledge of general procurement procedures for construction and maintenance projects.

Ability to prepare work specifications, simple architectural drawings, and accurate cost estimates for materials and labor for potential construction and remodeling work.

Ability to draw or sketch simple construction plans for craft employees, or contractors to follow the field construction activities.

Ability to reference municipal building, plumbing, electrical, and handicapped barriers codes and ordinances.

Ability to reference laws, codes, and ordinances that pertain to construction contracts.

Ability to maintain records and prepare reports and correspondence.

Ability to read and interpret plans, specifications, blueprints, maps, and related documents.

Ability to provide lead direction and support to employees.

Ability to inspect differing types of construction work.

Ability to make clear oral presentations.

Ability to prepare or obtain and submit documents required for building permits.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Minimum Qualifications

Completion of 30 semester units of accredited college or university course work in building technology, civil engineering, architecture, drafting, or closely related field; and three years of construction trades experience which included, or is supplemented by, one year of full time experience administering construction contracts, inspecting construction, or planning and scheduling for, or estimating costs of, construction or remodeling projects. One additional year of qualifying experience may be substituted for the required education.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Human Resources

DATE: _____

MR/LD/djs/11/12/92
20904/spec2